# VIII. Position Description and Salary Administration

Each position shall have a written job description. In general, the description will include the: purpose of the position, areas of responsibilities, supervisors, qualifications required, salary range, and working conditions affecting the job. The Executive Director shall have discretion to modify the job description to meet the needs of CLHO.

It is the philosophy and objective of this organization to demonstrate the honor and value we place on the work of our staff. It is a priority of CLHO to have a compensation system that;

* Attracts and retains exceptional employees
* Provides equitable wages that reflect the requirements and responsibilities of positions; and
* Complies with all local, state, and federal laws and regulations

## A. Salary

## Salary schedule

A minimum and maximum salary schedule will be developed for the Executive Director position and for any staff approved for staffing by CLHO. This schedule will be developed using the median in pay scales for similar positions in a sampling of public health agencies. Periodic reviews of this range will be conducted to assure consistency with market pay scales.

The Executive Committee approves the compensation for the Executive Director. The Executive Director, based on the employee’s qualifications, determines salaries for other CLHO staff initially.

Upon successful completion of the probationary period a one-time six percent salary increase will be offered to the employee.

Salary adjustments for employees are determined by the Executive Director, as allowed by the annual budget process, and are based on cost of living and performance.

2017 Salary Schedule;

Executive Director

$96,746-$131,238

Program Manager

$51,459 - $67,261

Annual approval and adjustment of employee wages

Compensation for the Executive Director and any other staff shall be reviewed annually and adjustments made through the following processes;

* Cost of Living (COLA) raises will be based on the average of % change in Portland-Salem, CPI from 2nd half of previous year and 1st half of current year.
* <https://www.bls.gov/regions/west/news-release/consumerpriceindex_portland.htm>
* Merit raises of 3% will be provided annually as part of new budget year, provided employees have received a satisfactory performance review.
* Performance review for the Executive Director will be completed by the current chair and the Executive Director will conduct performance reviews for all employed staff.

## B. Longevity Merit Increase

Employees become eligible for the five (5) percent longevity merit increase upon completion of 10 years of meritorious service.